



Purchasing Buyer, HMMS - 1 position	Posting #: 46684
Purchasing - HMMS	Posting Date: November 18, 2021
Healthcare Materials Management - London, ON	Submission Deadline: November 30, 2021
Temporary Full Time	Greg Evens, Human Resources
Non-Union	

\*\* Temporary position, anticipated to extend until March 31, 2023, subject to the availability of work.

HMMS is a joint venture between St. Joseph's Health Care London and London Health Sciences Centre, that has been operating since 1997 providing consolidated functions of Sourcing, Contract Management, Purchasing, Accounts Payable, Logistics, Supply Chain Systems and Inventory Management for the London Hospitals and numerous healthcare organizations throughout Southwestern Ontario.

As a full service supply chain organization, HMMS interacts with over 9,000 suppliers to provide an item catalogue of over 85,000 active items.

Learn more about HMMS through this short online video.

As a Buyer supporting transactional procurement (purchasing), you will assist customers with their daily supply and purchasing needs through requisition processing and purchasing, auditing spends for compliance with corporate policies, procedures, contracts, and legislative requirements. As a key first point of contact, the Buyer locates and expedites orders, resolves discrepancies against purchase orders, and processes product returns, and clarifies policy and procedural requirements.

This position in part will involve the following on a daily basis: responding to emails, answering phone, responding to inquiries and relaying information, processing purchase orders, confirming orders using various methods of technology as well as calling sites and working with internal HMMS departments.

#### Essential Qualifications

- Ontario Secondary School Diploma or equivalent as recognized in the Province of Ontario
- Graduate of a post-secondary Certificate or Diploma in Purchasing, Supply Chain, or business related program
- Strong Interpersonal Skills
- Strong problem solving skills and critical thinking
- Strong computer skills including familiarity with word processing and spreadsheet programs
- Strong customer satisfaction skills
- Excellent organizational skills
- Excellent oral and written skills
- Strong time management skills, independent self-starter motivated and takes initiative
- Ability to work independently and function as part of a team
- Knowledge of basic accounting principles
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

#### Preferred Qualifications

- 1-3 years previous experience in a purchasing, accounts payable, supply chain
- Post-secondary Diploma
- Proficiency in French would be an asset

### Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

### Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine and a written commitment to follow any future Public Health recommendations and St. Joseph's Health Care London policies and processes related to Covid management in the workplace
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

*Your interest in this opportunity is appreciated. Only those under consideration will be contacted.*